

INTEGRAL COACH FACTORY, CHENNAI - 600 038.

No. PB/Q/76

Office of the PCPO
Dated : 27/04/2019

CIRCULAR

Sub : Introduction of "Common Pool" arrangement for allotment of quarters.
Ref : Railway Board's letter No. 2018/Trans Cel/VS&T/House allotment
Dated 05.03.2019.

In order to ensure that all the Quarters are occupied by the employees, a new scheme called "Open Day" and "Quarters Mela" were introduced vide this office circulars of even number dated 27.11.2018 & 11.02.2019.

Despite the efforts taken by this office, still several Quarters are lying unoccupied.

In order to bring down the unoccupied quarters to Nil, it is proposed to create a "Common Pool" covering all the available unoccupied quarters. and will be published in the PB website.

The employees, whoever interested for allotment of these quarters, can apply online w.e.f. 30.04.2019 from 10.00 hrs by logging into the Employees Self Service {ESS Portal} and their request will be considered as per the terms and conditions given below:

TERMS & CONDITIONS:

- 1) Quarters which have been declared 'Fit' and are lying unoccupied over a period exceeding 03 months, will be added to the "Common Pool" from time to time.
- 2) The requests of the employees will be considered on 'First-cum-first-served' basis.
- 3) The interested employees can apply for one type higher or for lower type quarters also.
- 4) Before applying for the Quarters, the employees are advised to visit the Colonies, inspect the vacant quarters and also ascertain the likely period within which the repair works will be attended to, by contacting the SSE/Civil and/or Electrical.
- 5) On issue of allotment order, if the repair works of the quarters are not attended to within the stipulated time limit-of 15 days, employees can bring the same to the notice of this office for considering extension of time, if required.
- 6) The request of the employees, who were debarred for allotment of quarters (excluding on disciplinary grounds or sub-letting, etc.), will be considered.
- 7) All other the conditions governing the quarters allotment will prevail.

This has the approval of the Competent Authority.


Senior Personnel Officer/Gaz.